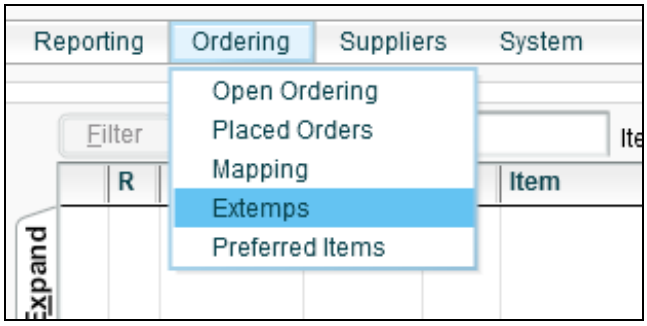
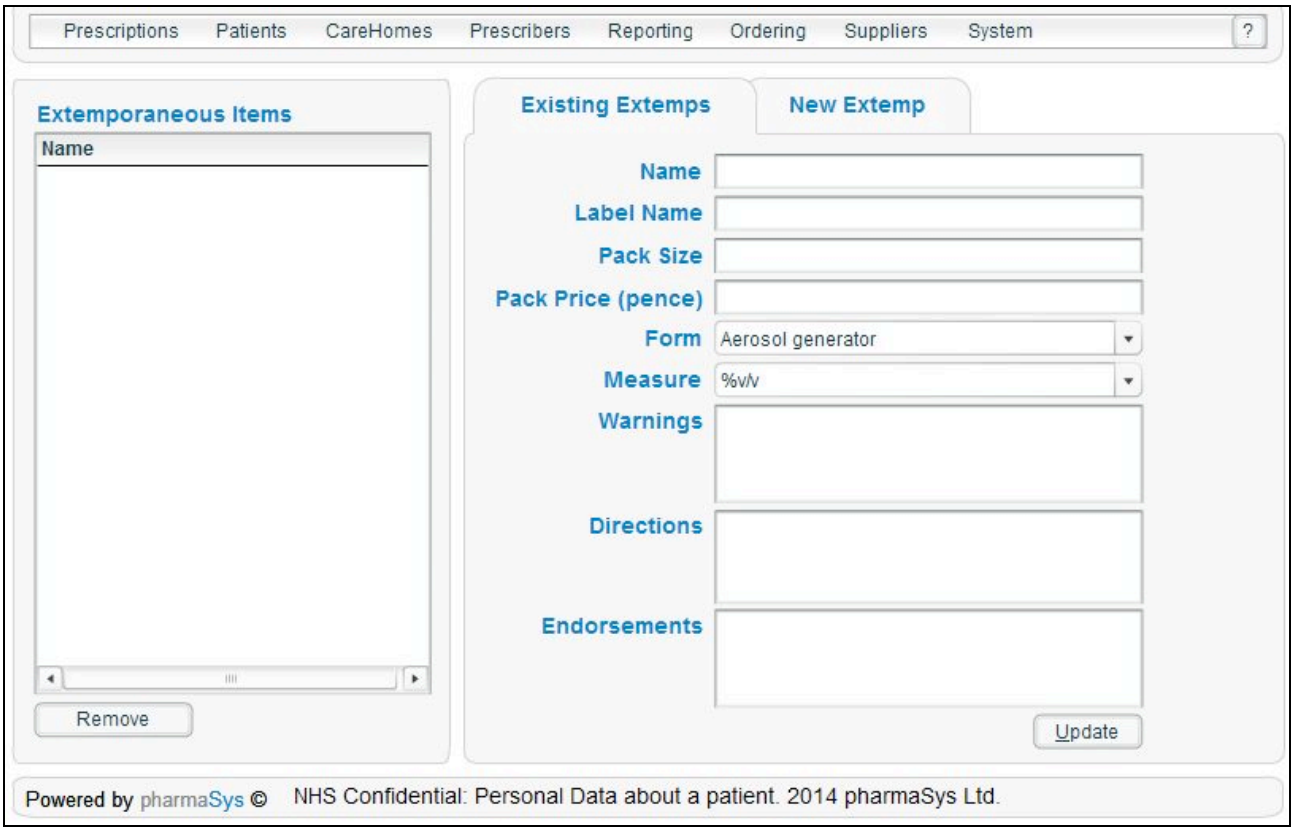
RxWeb – Extemporaneous Items
Quick User Guide

RxWeb uses the NHS DM+D database to provide a list of dispensing items. Although this list is comprehensive and always up to date, there may be circumstances in which you wish to add additional items. These can be added through the Extemporaneous Items module.

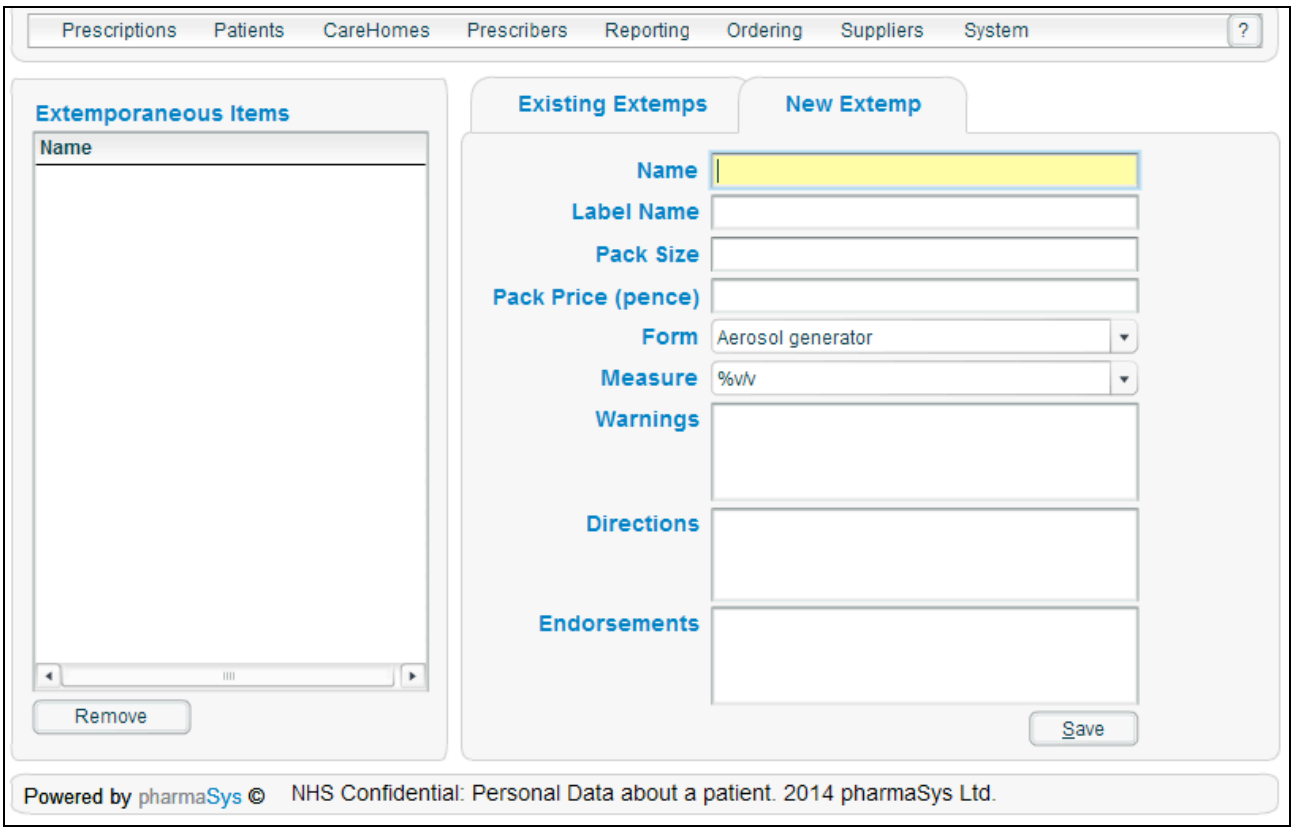
To add a new item, click on **Ordering** in the Menu bar, and select **Extemps**.



The Extemporaneous Items screen will then open:



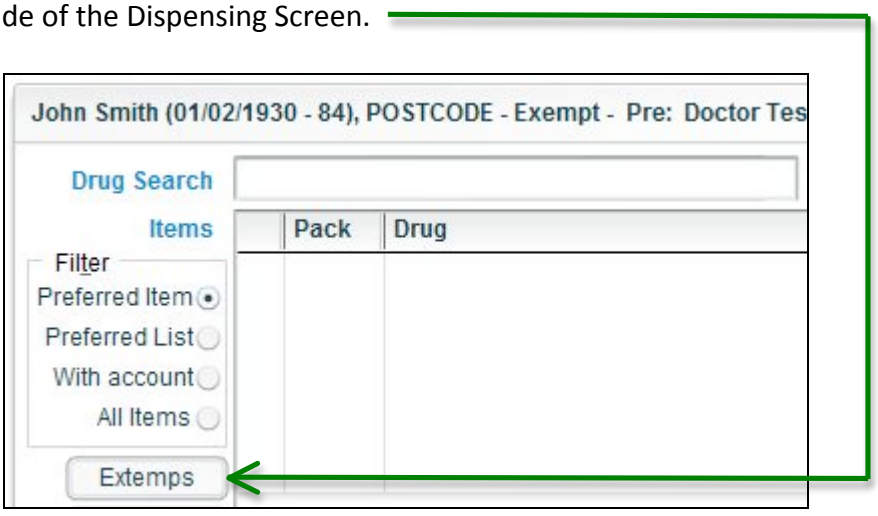
Click on the **New Extemp** tab to begin creating a new Extemp item:



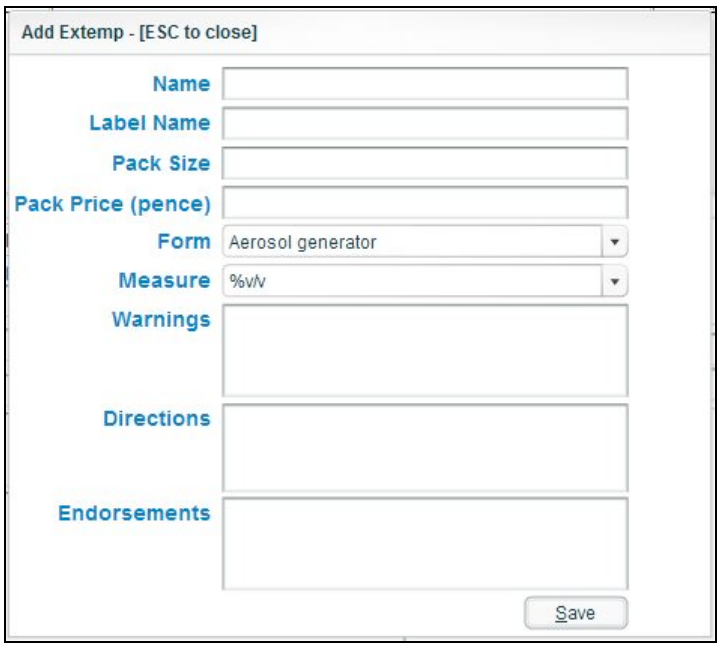
Enter the details of your item in the required fields and click the **Save** button when you have finished. The details will now appear in the area to the right. You can edit these items if you wish or remove them with the **Remove** button.

Extemporaneous items are not mapped to supplier items, and will therefore not order through the system.

You can also create extemporaneous items as you dispense. Simply click on the **Extemps** button on the left-hand side of the Dispensing Screen.

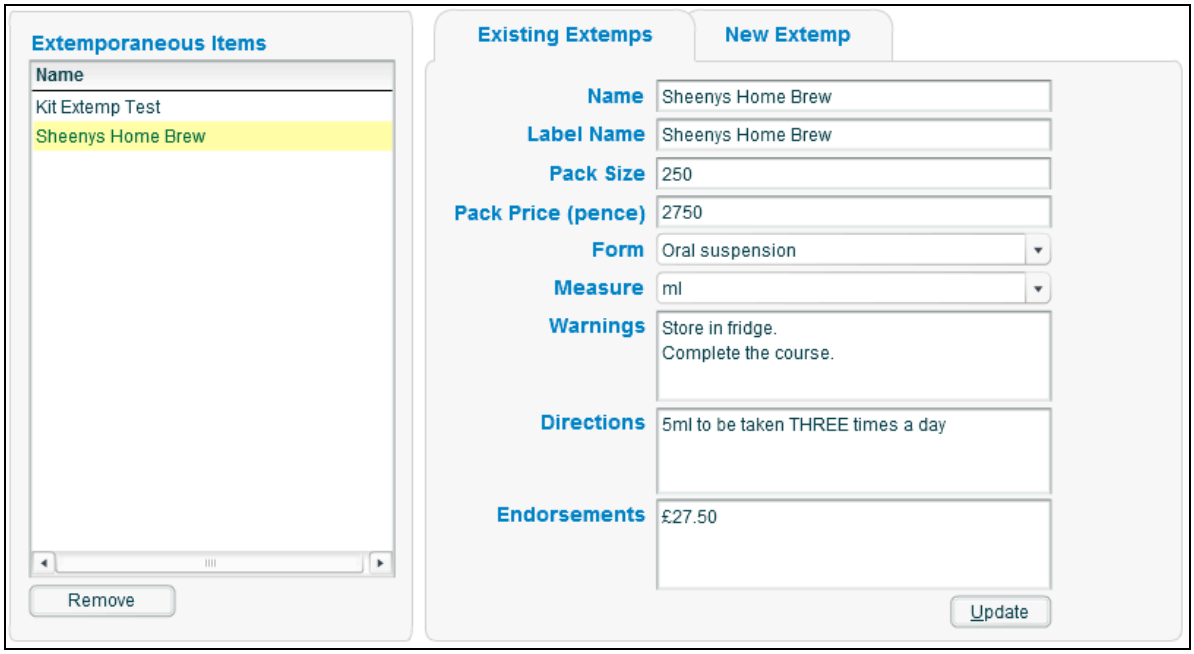


The following screen will then open:



Complete the details as needed and click on **Save**. The item will now be saved for future use and the details displayed on the Dispensing Screen.

You can edit any extemporaneous items you have previously created in the Extemporaneous Items screen. Click on **Ordering** > **Extemps** from the menu.
Select the extemp you wish to make changes to and update the details on the screen. Click the **Update** button to save your changes.



You can also remove any previously created extemps by selecting the item and clicking on the **Remove** button. This will not remove the items from a patient's record.